

Ms. Mara Berg  
MuckRock.com  
Dept MR 4950  
P.O. Box 55819  
Boston, MA 02205-5819

Dear Ms. Berg;

This is in reference to your April 12, 2013 Freedom of Information Act (FOIA) request for documents regarding Request for Guidelines for appropriate office apparel – received in this office on April 15, 2013. In your request you asked that we waive all processing fees.

To qualify for fee waiver, requesters must specifically show:

- (1) How the records concern operations or activities of the government.
- (2) How the disclosable portions are meaningfully informative on government operations.
- (3) How disclosure will contribute to the understanding of the public at large, as opposed to the requester or a narrow segment of persons.
- (4) How disclosure will contribute significantly to public understanding of government operations or activities.
- (5) In addition, you must state what your commercial interests are in disclosure and describe how you will actively disseminate the information to the general public.

If you wish to have your request processed, please provide the requested information or state the dollar limit you are willing to pay for FOIA services. Your justification must address with specificity each of the above elements.

You may contact Kathy Dixon at 703-767-6183 if you have questions or wish to discuss your request. Please reference case number HQ DLA-13-HFOI-00093 in any correspondence. If we do not hear from you within 5 calendar days from today's date, we will assume you have withdrawn your request.

Sincerely,

//signed//

Kathy Dixon  
FOIA/Privacy Officer